

Sample Minutes for Neighborhood Association Meeting

[NAME OF ASSOCIATION MEETING]

[DATE]

Meeting was called to order at 7:00 p.m. at the management office meeting room.

Quorum was established.

Attendees Present:

Bob Leader, President, Jim Writer, Secretary, Connie Candue, Vice President, Betsy Spender, Treasurer, Association Attorney, Lazega & Johanson LLC, Riley Reliable, Association Manager.

Absent:

Norton Noshow, member, excused

Approval of Minutes:

Motion: To approve Minutes from June 1st Board meeting

Vote: Unanimous approval

Resolved: The minutes of the January 9, 2005 meeting are approved as corrected and entered into the Association records.

Reports:

- Treasurer's report given by Betsy Spender.
- Management report given by Riley Reliable. Written reports presented and maintained in Association's records.
- Collections report given by attorney Lazega & Johanson attorney.

Business:

- Motion: Hire Pool R Us to resurface pool for \$26,000.
- Vote: Motion Disapproved - One in Favor, two opposed, one abstaining.
- Motion: Accept Lovely Landscaping Company's written proposal (maintained in the Association's records) to maintain the Association's common property, subject to the Association's attorney's review of the contract.
- Vote: Motion approved - three in favor, one opposed. Discussion of recognition that Lovely Landscaping was the highest bidder, but the consensus is that a good history with Lovely Landscaping justifies renewing the contract.
- Resolved: That the Association accept Lovely Landscaping written proposal to maintain the Association's common property, subject to the Association attorney's review of contract.

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- Meeting adjourned at 8:30 p.m.